

# NOTICE OF PUBLIC MEETING

**TO THE RESIDENTS OF UINTAH COUNTY AND VERNAL CITY:** Notice is hereby given that the Vernal City Council and the Uintah County Commission will hold a special joint meeting on *Tuesday, February 3, 2015 at 4:00 p.m.* in the *Uintah County Commission Conference Room* at 147 East Main St, Vernal, Utah.

## A G E N D A

**4:00 p.m.**

### STANDING BUSINESS

1. ACKNOWLEDGMENT & APPROVAL OF SPECIAL MEETING
2. APPROVAL OF THE MINUTES OF NOVEMBER 24, 2014

### SCHEDULED PUBLIC BUSINESS

1. UTAH STATE UNIVERSITY MASTER PLAN – DERRIK TOLLEFSON, KATHY WHEADON
2. INTRODUCTION OF NEW DIRECTOR AND STAFF FOR UINTAH COUNTY CONVENTION CENTER – COMMISSIONER MCKEE
3. AIRPORT UPDATE – COUNTY COMMISSION
  - A. ESSENTIAL AIR SERVICE
  - B. FUTURE TERMINAL BUILDING
  - C. OTHER ISSUES
4. STORM WATER PLAN - COMMISSIONER MCKEE

### ADJOURN

\*NOTE: In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify Ken Bassett at 374 East Main St, Vernal, Utah 84078, telephone: (435) 789-2255.

January 30, 2015

**MEMORANDUM**

**TO: Mayors, City Councils & County Commissioners**

**FROM: Ken Bassett, City Manager**

**RE: *Agenda Items of Joint City/County Meeting for February 3, 2015***

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**ACKNOWLEDGMENT & APPROVAL OF SPECIAL MEETING**

**APPROVAL OF THE MINUTES OF NOVEMBER 24, 2014**

**SCHEDULED PUBLIC BUSINESS:**

1. **UTAH STATE UNIVERSITY MASTER PLAN – DERRIK TOLLEFSON, KATHY WHEADON:** Dean Edwards has asked that Derrik Tollefson and Kathy Wheadon, representing Utah State University, come in and present to both City Councils and the County Commission the master plan draft that has been completed by Utah State University. It is my understanding that USU has completed this for both the Uintah Basin as well as the Price campus.
2. **INTRODUCTION OF NEW DIRECTOR AND STAFF FOR UINTAH COUNTY CONVENTION CENTER – COMMISSIONER MCKEE:** Commissioner McKee will introduce the new convention center director, Terry Steinmetz, who will introduce her staff. Presently as I understand, the convention center is to be completed by August 1<sup>st</sup> of this year and conferences have already been booked for the new center.
3. **AIRPORT UPDATE – COUNTY COMMISSION:** During the meeting, the County Commission will present information regarding essential air service particularly regarding the pull out of SkyWest Airlines from Vernal. As you might be aware, SkyWest is terminating the use of the Brazilia aircraft and is going to be using exclusively a jet aircraft. For an area like Vernal, it would be a 50 passenger jet. Presently, the Vernal airport is not certified to have a jet of that size fly into Vernal. As I understand, new essential air service proposals have been submitted to FFA and received for the purpose of the elected officials to determine which preferred airlines will be serving the Vernal area. The County Commission and Kelly Harvey with the airport will be reporting on the results of that solicitation.

Also, the Commissioners will be talking about the need for a future terminal building at the airport as well as other issues pertaining to the airport.
4. **STORM WATER PLAN - COMMISSIONER MCKEE:** Commissioner McKee has asked that time be given to the issue of dealing with updated information for our valley-wide storm water master plan. Commissioner McKee indicated that because of recent flooding, it was determined that the master plan that we did a few years ago needs to be revisited again for the purpose of determining the improvements that need to be made in order to facilitate the types of storms that we do have in this area.

**MINUTES OF THE JOINT VERNAL CITY COUNCIL AND UINTAH  
COUNTY COMMISSION SPECIAL MEETING HELD ON NOVEMBER 24,  
2014 AT 3:30 P.M. IN THE VERNAL CITY PLANNING CONFERENCE  
ROOM AT 374 EAST MAIN ST, VERNAL, UTAH.**

**PRESENT:**

Uintah County: Commissioners Mark Raymond, Mike McKee and Darlene Burns.

Vernal City: Councilmembers Dave Everett, Bert Clark, Samantha Scott, and JoAnn Cowan, and Mayor Sonja Norton. Councilmember Ted Munford was excused.

Staff and Guests: Ken Bassett – Vernal City Manager, Roxanne Behunin – Vernal City Deputy Recorder, Mike Davis – Vernal City Finance Director, and Rita Smith.

**WELCOME:** Commissioner Mark Raymond welcomed everyone to the meeting.

**ACKNOWLEDGEMENT AND APPROVAL OF SPECIAL MEETING:** *Commissioner Mark Raymond moved to approve the special meeting of November 24, 2014. Councilmember Bert Clark seconded the motion. The motion passed with Commissioners Raymond, McKee and Burns, and Councilmembers Cowan, Scott, Clark and Everett voting in favor.*

**APPROVAL OF THE MINUTES OF JUNE 30, 2014:** *Councilmember Bert Clark moved to approve the minutes of June 30, 2014 with the correction of the airport grant being approximately \$6 million dollars. Commissioner Mark Raymond seconded the motion. The motion passed with Commissioners Raymond, McKee and Burns, and Councilmembers Cowan, Scott, Clark and Everett voting in favor.*

**AIRPORT FUNDING PLAN:** Commissioner Mike McKee explained that the elected officials for Vernal City and Uintah County have had several discussions regarding the location of the conference center. During those discussions, the City strongly recommended the conference center be located close to down town, and indicated there would be a financial commitment to help with the conference center if it were located in the City. The County received funding from the Community Impact Board to build the conference center, and the City provided support at that meeting. Commissioner McKee indicated that additional discussions were held on the amount of funding that the City could provide for the conference center with the sales tax distribution change by the State that has affected the City's financial picture. The County has also looked at having the Uintah Transportation Special Service District take over the management and operation of the airport to free up funding that could be transferred to the conference center. The anticipated funding needs for the airport range from \$250,000 a year to \$350,000 a year for the City based on capital project needs. The debt payment to the Community Impact Board for the snow equipment building will start in 2016. Commissioner McKee extended a formal request to the Vernal City Council to pay \$200,000 a year toward the operation and maintenance of the new conference center, with a ten year review, work out the

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airport expenses, and have the Uintah Transportation District handle the airport as of the first of the year. He noted that this proposal would actually save the City money depending on the costs to run the airport, at least for the next few years. Commissioner Raymond stated that the FAA funding for a terminal building will be available in 2021; however, that building is needed sooner. Mike Davis, Vernal City Finance Director, noted that there is still \$260,000 outstanding for airport expenses that the City needs to pay to the County. Councilmember JoAnn Cowan asked what will happen with the Airport Board and the City's input on airport decisions if the airport is put under the control of a Special District that the City is not allowed to participate in. Commissioner Mark Raymond answered that the City would be the same as the County who has to remain at arms-length with the Special Service Districts. The Board of the Special Service District would make the decisions for the airport. The County and City can attend the meetings and make suggestions. Councilmember Cowan stated that Naples City and Vernal City need to have some say as they are the first to receive concerns from vendors and businesses that use the airport. The current County Commission has been very cooperative and easy to work with, however, that may not always be the case, and the City's concerns may not be considered with the Special Transportation District. That concern makes it hard to give up the operation of the airport. Commissioner Raymond understood the concern and suggested the Airport Advisory Board remain in place. Councilmember Cowan asked the County Commission to make a commitment to appoint someone to the Special Transportation District Board who has ties to the airport and can represent the City's concerns. There was some discussion regarding the incorporation documents for the Uintah Transportation District, and who could be appointed to sit on that Board. Commissioner McKee stated that Merlin Sinfield and Commissioner Raymond are on that Board and have ties to the airport. Commissioner Raymond stated that there is an open position this year, and they will consider this recommendation if the incorporation documents allow it. Councilmember Cowan asked if the fire services for the airport will change to the Transportation District. Commissioner Raymond stated those services will remain with the Uintah Fire Suppression Special Service District. Commissioner McKee explained that if mineral lease funds are used, you cannot have two entities provide the same services. Mayor Norton explained that some of these issues have been discussed before, and some of the concern is the expenses still owing on the airport. She asked what the cut-off would be for those costs. Commissioner McKee stated that there is still a cost for the snow equipment building which the County has paid so the City will need to reimburse the County for their portion of that cost. Commissioner Raymond stated that they have applied to the FAA for reimbursement for that project, and if the FAA pay any of that cost, the funds will be returned to the City. Mayor Norton stated that better communication is needed on joint projects so the City can budget appropriately. Also, the City would prefer looking at the operation and maintenance agreement for the conference center every five years. She asked when the O & M payment for the conference center would be expected to begin. Councilmember Cowan stated that the City does want to honor the commitment to the conference center. Mayor Norton asked if the County would give the City time to pay the airport expenses that are already due. Commissioner McKee stated they would have to discuss that with Mike Wilkins.

Commissioner Raymond suggested the City assign someone to attend the Board meetings for the Uintah Transportation District. Ken Bassett stated that the FAA will still require the City and the County to be the applicants for any funding as the owners of the airport. Commissioner McKee agreed and stated that the Transportation District Board understands they are simply the

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managers, and the City and County will still need to sign any documents as the land will not be transferred. The current employees for the airport will be changed to District employees, with the airport manager answering to the Executive Director of the Transportation District.

There was some discussion regarding the privatization of some of the property surrounding the conference center. Commissioner Raymond stated that the City will receive some free use of the conference center for their operation contribution along with the Impact Mitigation District.

Ken Bassett stated that the Council will need to look over the costs for the airport and consider the County's proposal. Mayor Norton asked if there would be a change to the plane used by SkyWest Airlines. Rita Smith stated they are changing to a 50 passenger jet which will require additional improvements at the airport to accept the jets.

Councilmember Bert Clark stated there is an Airport Advisory meeting scheduled, and he will report back after that meeting.

The County Commissioners were excused from the meeting to attend another meeting in Duchesne County.

Mayor Norton asked if the jets will increase the operating costs at the airport. Rita Smith answered yes. There was some discussion regarding the upgrades needed at the airport. Mike Davis stated he work with Mike Wilkins to get a final figure of outstanding bills for the airport. It was noted that the County added another employee at the airport in 2012, and there is an outstanding CIB loan payment. Mike Davis stated that the City will need to budget at least \$250,000 for the airport for the next few years if the Transportation District does not take over the management. Ken Bassett stated the commitment for the conference center would need to start in next budget year. Councilmember Cowan voiced her disappointment that the City will lose input on the airport. Councilmember Everett stated he would like to see concrete figures before making a final decision. After further discussion, the consensus of the Council was to have the staff draft an Interlocal Agreement for the Uintah Transportation District to take over the management of the airport with the Mayor working with the Commissioners to finalize the agreement.

**ADJOURN:** There being no further discussion; Councilmember Dave Everett moved to adjourn. Councilmember Samantha Scott seconded the motion and the meeting was adjourned.

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Ken Bassett, City Recorder